



Resumes



Why a Resume?

- ❑ To package and sell yourself for the job as a commodity – a sales brochure for your product – YOU
 - ❑ To open the door to a company
 - ❑ To provide a road map for the interviewer
 - ❑ To serve as a reminder to the interviewer after the interview
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Resume Vs Application

- Resume is designed by you vs. application designed by employer
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Make a Strong First Impression

- Keep it short – one page
 - Be neat – high quality printer and paper (available in my office)
 - Be honest about your skills and work experience
 - Be concise and use action words when describing your experience
 - Ask someone you trust to check your resume before submitting it
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Nuts and Bolts Of A Resume

- Heading, Format and Design (same as used on reference list)
 - Name
 - Address with zip code
 - Phone number with area code
 - Cell phone number
 - E-mail (consider appropriateness)
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Nuts and Bolts Of A Resume

□ Objective

- One short sentence to describe position you desire
 - Be specific
 - Include important keywords
 - Good example
 - Seeking an internship in the hospitality industry
 - Not so good example
 - Seeking a challenging position with opportunity for growth and advancement
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Nuts and Bolts Of A Resume

□ Education

- Most recent high school listed first giving name, address and date of completion
 - Include GPA or class rank if it is something to be proud of (3.0 and above)
 - List courses related to position
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Nuts and Bolts Of A Resume

□ Work/Relevant Experience

- Begin with most recent giving date you left, your job title, the company name and address
 - Below each experience write duties/skills using an action verb
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Nuts and Bolts OF A Resume

- Honors/Accomplishments
 - List awards/special recognition

 - Activities/Organizations
 - List in or out of school experiences related to the position
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Nuts and Bolts Of A Resume

□ References

- Do not list on resume
 - Use as a heading and indicate available upon request
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Check It Over

- Present yourself well
 - People are judged by their writing – spelling and typographical errors suggest the writer didn't take the time or doesn't know how to do a good job or they don't care about doing a good job
 - Typos and inconsistencies distract the reader from the message
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Check It Over

□ Proofreading

- Spell check
 - You
 - Someone else
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Check It Over

- Style and Formatting
 - Consistency, consistency, consistency
 - Be uniform with typeface, phone numbers, dates, spacing
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Check It Over

- Grammar, Punctuation and Spelling
 - Check resources
 - Allow one day between proofreading
 - Use paper under each line to prevent reading ahead
 - Read each word one letter at a time
 - Read the document backwards
 - Print after making corrections
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